



## **CERTIFICATED COMMUNITY OF INTEREST CHECKLIST**

### **A. JOB DUTIES**

1. Describe the job functions and work goals of certificated employees.
2. Are teaching and/or course administration duties similar among certificated staff?
3. What subjects and types of students are taught? What are the ages of the students taught?
4. Describe the degree of employee participation in open houses, parent/teacher conferences, curriculum planning, faculty meetings and/or inservice training programs.
5. Are employees required to prepare lesson plans, assign homework, give tests, keep records, counsel students, deal with parents, etc.?
6. Describe extracurricular activities in which employees are required to participate, e.g., field trips, bus duties, playground supervision, social events.
7. Do employees have similar eligibility for extra-duty assignments?
8. Do the employees have office space and mandatory office hours?
9. Do employees have instructional aides? Do they coordinate the work of those aides?
10. Are any employees performing the same kind of work as employees excluded from the proposed unit?

### **B. QUALIFICATIONS/HIRING/TERMINATION**

1. Describe the educational background, training or other qualifications (licensing, certification) required. Are there similarities in the degree of educational background attained?
2. Describe the employer's hiring procedure. Do employees have probationary periods?
3. Do employees have similar termination procedures?

### **C. SUPERVISION/REPORTING REQUIREMENTS/DISCIPLINE**

1. Describe the employer's supervisory hierarchy. Do employees have common supervision?

## CERTIFICATED COMMUNITY OF INTEREST CHECKLIST (Page 2)

2. Are the personnel practices among the employees similar?
3. Are all employees evaluated? How often and by whom? Describe the methods and criteria utilized. What is the purpose of the evaluation?
4. Are the employees subject to similar grievance and/or disciplinary procedures?

### D. INTEGRATION/INTERCHANGE

1. Describe the degree of daily contact among the employees.
2. Are employees eligible for promotions/transfers to other positions with the employer? Are transfer, job training and upward mobility programs similar? Describe and give details.
3. Are layoff provisions and seniority lists similar among employees?
4. What is the degree of interaction of employees with students?
5. Are there common areas where employees meet, such as lunchrooms, breakrooms, etc.? Are these areas limited to these certificated employees? Do all employees share similar lunch and/or parking facilities?
6. Do employees share similar or identical work locations and facilities?
7. Are preparation periods/breaks similar among employees?
8. Is an employee in one job able to fill in or replace an employee who is late or absent?

### E. WAGES AND HOURS

1. Describe the method(s) of compensation for employees. Salary? Hourly? Contract? Are there major differences? What is the funding source for this compensation? Explain.
2. Are there similarities in pay periods? Weekly? Semi-monthly? Monthly?
3. Describe the rates of pay in the proposed unit. Is there an established salary schedule?
4. Are part-time or substitute salaries based upon a proportion of full-time employee pay?
5. Do employees receive paid overtime based on a percentage of base pay? If not, how is such overtime determined?

CERTIFICATED COMMUNITY OF INTEREST CHECKLIST (Page 3)

6. Do employees have similar opportunity for supplemental pay?
7. Do employees work similar hours or shifts?
8. Are employees employed on a 12-month or part-year basis? Describe the differences in work-year lengths.
9. Do part-time or substitute employees work the same hours as regular employees? Do they work at the same time of day?
10. Are employees subject to written contracts?
11. Do employees maintain a similar expectancy of continued employment? Explain.
12. Do employees have similar tenure rights and standards?

F. FRINGE BENEFITS

1. Describe the fringe benefits received employees.
2. Are employees covered by the same benefit plans, e.g., health insurance, sick leave, vacation, other leaves, etc.?
3. Do substitute and/or part-time employees receive the same coverage or the proportional equivalent thereof?
4. Do employees accumulate leaves and other benefits in a similar manner?

G. OTHER FACTORS

1. Are employees similar in their degree of ability to participate in employer governance?
2. Are employees equally eligible for membership in statewide and/or local associations related to their job functions?
3. Do employees require special equipment or uniforms in the performance of their jobs?